

DRAFT AGENDA as OF 2004-9-14
Public Law Section
Executive Committee **Business Meeting** & Retreat
9:00 AM - 3:00 PM Friday October 8, 2004
Soberanes Room, Pacific Hotel, Monterey

1. Call to Order/Introductions - Fazle Rab Quadri
2. Approval of June Minutes - Peter von Haam
3. Chair's Report - Fazle Rab Quadri
4. Section Administrator Report – Tom Pye
5. Treasurer Report - James Rupp Jr.
6. Past Chair Report - Stephen Millich
7. Publications Subcommittee Report - Terence Boga
8. Education Subcommittee Report – Betty Ann Downing
9. Technology/ Website Discussion Board – Kirk Trost and Larry Thelen
10. Legislation Subcommittee Report - Brenda Aguilar-Guerrero/ Mark Sellers
11. Membership Subcommittee Report – Herschel Elkins [Regret religious holiday]
12. Recommendation to Fill One Vacancy on Executive Committee – Augustine Jimenez
13. PLOY & Award Subcommittee Report – Charles Williams
14. CEB Report - John Chapin
15. Presentations to departing members - Fazle-Rab Quadri & William Seligmann

11:30 - 12:30 Lunch

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Public Law Section
Executive Committee Business Meeting & **Retreat**
9:00 AM - 2:30 PM
[Name of Meeting Room, Name of Hotel]

1. **Welcome, introductions and overview (Will Seligmann)**

2. Review PLS Goals and Values

- a) Services provided to PLS members?
- b) What services do PLS members want?
- c) How important is the Journal?
- d) How important is the review of Legislation?
 - i. Does anyone else perform the task better?
 - ii. What is PLS niche?
 - iii. What should be PLS focus?
- e) How important is PLS Website?
 - i. What is the best thing about PLS website?
 - ii. What should be on PLS website?
 - iii. What else can Executive Committee members do?
- f) How important are the MCLE classes?
 - i. Section Education Institute
 - ii. Annual Meeting
- g) Other?

3. Review PLS Mission Statement

4. Review Roles of Officers and Subcommittee Chairs

- a) Chair (Seligmann)
 - i. Put together Meeting Agendas
 - ii. Coordinate activities of Subcommittees
 - iii. Back up Immediate Past Chair's representation on CSBS
- b) Vice Chair (Boga)
 - i. Assist Chair
 - ii. Prepare for Chair position in following year
- c) Past Chair (Quadri)
 - i. Represent Section on the CSBS
 - ii. Transitioning/training Web Page Editor
- d) Treasurer (Rupp)
 - i. Work with State Bar Staff to finalize financials
 - ii. Present financial report at committee meetings
- e) Secretary (Trost)
 - i. Take and prepare final minutes
 - ii. Make final minutes available to SB staff and Committee
- f) Subcommittee Chairs
 - i. Coordinate subcommittee work
 - ii. Report status to Chair
 - iii. Prepare status reports for each meeting
- g) Bar Staff (Thomas Pye)
 - i. Provide guidance and Interface with Bar
 - ii. Send out agenda packet incl. financials and minutes via email
 - iii. Process travel claims
 - iv. Set up meetings/conference calls

- v. Plan PLOY ceremony
- vi. Coordinate Journal printing/mailing and logistics
- vii. Other functions as can assist

5. Approve 2004-2005 Membership Due

6. Set Meeting Schedule

- a) Constraints
 - i. Mid-April meeting to select new Executive Committee Members
 - ii. June meeting to choose PLOY recipient and get recipient commitment
- b) Proposal:
 - i. January 2004 - Oakland Airport
 - ii. April 2004 - Burbank Airport
 - iii. June 2004 - Oakland Airport
 - iv. October 2004 – Annual Meeting - San Diego

7. Subcommittees

- a) **Membership Subcommittee:** Appoint Chair and members
 - i. Encourage qualified persons to apply for executive committee positions
 - ii. Screen/personally interview/confirm ability to make necessary time commitments/make recommendations re: executive committee applicants
 - iii. Outreach
 - iv. How to increase section membership
- b) **PLOY Award Subcommittee:** Appoint Chair and members
 - i. Encourage nominations
 - ii. Consider Policy regarding what to looking for in nominees.
 - iii. Review nominations
 - iv. Obtain additional information
 - v. Make recommendation to Executive Committee at June Meeting.
- c) **PLOY Endowment Subcommittee:** Appoint Chair and members
 - i. Permanent Endowment
 - ii. 2005 Expenses
 - iii. Secure Sponsors
 - iv. Work with Bar staff to reserve reception site/catering
 - v. Publicity before/after event - Press Release
- d) **Publication Subcommittee:** Appoint Editor and members
 - i. Obtain articles
 - ii. Schedule for Executive Committee Members applications
 - iii. Advertisements
 - iv. Publication Schedule

- Coordination with other events
 - Solicitation of Executive Committee applications
 - Solicitation of PLOY nominations
 - Solicitation of PLOY Sponsorships
 - Promotion of reception for PLOY
 - Promotion/Advertise Annual Meeting Programs
 - Promotion/Advertise SEI Programs
 - v. Theme Issues?
 - vi. Regular Columns?
- e) **Legislation Subcommittee:** Appoint Chair and members
- i. Monitor pending legislation
 - ii. Prepare summaries of significant legislation
 - iii. What types of legislation should we track?
 - iv. How do we want to communicate information to members?
 - v. Should we have an annual/semi-annual wrap-up for the Journal?
 - vi. Legislative Proposals in the future?
- f) **Education Subcommittee:** Appoint Chair and members
- i. Status of Winter SEI program
 - ii. Status/Thoughts for Annual Meeting program
 - iii. Status/Thoughts about Programs with Co. Counsel Assn/City Attorney's Assn. or local bars
- g) **Technology Subcommittee:** Appoint Chair and members
- i. PLS Web Site
 - ii. Other issues
- h) **Special Projects if identified:** Appoint Chair and members
- i. Status/Define special projects for 2004-2004
 - ii. Other issues
8. **Brainstorming** on Subcommittee activities by entire group
9. **Separate meetings** of each Subcommittee
- a) Subcommittee organization
 - b) Subcommittee goals
 - c) Subcommittee milestones and schedule
 - d) Subcommittee report to Executive Committee in January '05.
10. **Other Business**
- a) Expense reports and reimbursement instructions
11. **Adjourn.**